

Recruitment of Headteacher Information Pack

Cleves 2023





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Welcome from the Chair of the Board of Trustees



Dear Applicant,

I am delighted that you are interested in the position of Headteacher at Cleves. The successful applicant will be joining at an exciting time to take the school further forward following its award of “Outstanding” by Ofsted in 2022 and a challenge from the inspectors to become exceptional! You can read more detail about the school’s characteristics, strategic priorities, the skills that we are looking for in a Headteacher and so on in the following pages and on our website <https://www.cleves.co.uk/>

Cleves is an oversubscribed, friendly 6 form entry junior school. We have excellent SATs results, enthusiastic and committed staff, well-behaved pupils, supportive parents, and fantastic facilities. Pupil and staff well-being are high on our agenda, and we are proud of our Well-Being award. There has been much to celebrate in what has been achieved so far, but we are far from complacent, and it is intrinsic to our culture that we are always seeking to learn and to improve. We have a Memorandum of Understanding with our two infant feeder schools and agreed priorities, progress towards which is reviewed at termly meetings with the three chairs and headteachers. We also, from time to time, work in partnership with other schools, either to support or to learn, and we are always open to such opportunities.

We have a stable and loyal staff. Over the past ten years the school has had strong leadership from the Headteacher and Deputy Headteacher. The latter has now taken up a new part-time role in the school to focus on his passion for sport and our Headteacher intends to retire in Summer 2024. The Deputy Headteacher role will be filled for the next term, and longer if needed, by our two Assistant Headteachers, who will be job-sharing. We also have a full-time Business Manager and a former business manager who works one day a week supporting the Assistant Headteachers and overseeing work with our two main infant feeder schools.

Our new headteacher will need to have drive and a passion for education so that we remain at the leading edge of what a junior school can offer and achieve. We’re excited to see how they can add to what has been achieved already. We are open to change and innovation and already starting to explore key opportunities and challenges such as AI, sustainability and EDI.

If this sounds like an opportunity that you would find rewarding, then I would warmly encourage you to visit us so that you can see our school in action. We very much look forward to meeting you.

Yours sincerely,
Susan Foster
Chair of Trustees



About Cleves Junior School



Our Location:

We are based on the outskirts of Weybridge, very close to the Walton-on-Thames boundary. Walton-on-Thames railway station is walking distance away. Weybridge is a busy, generally affluent residential town southwest of London, on the river Thames, and within the M25. It has a good rail service into London and elsewhere and is within easy reach of Heathrow and Gatwick. Guildford and Kingston are a relatively short drive away.

Weybridge itself has numerous eateries and coffee shops and some of the usual high street names, as well as a park, doctors' surgeries and a library. There are various options for clubs that offer leisure activities and miles of easy and scenic walking on the river Thames and elsewhere, for example in the Surrey Hills, which are only a short drive away.

Walton-on-Thames has a large Xcel leisure Centre with a 25-metre pool, indoor climbing and more besides. Walton also has a cinema and a theatre, and Addlestone, Guildford and Kingston all have cinemas and – in the case of the last two - theatres.





Our vision:

Our vision is that all pupils leave Cleves inspired and equipped with the skills, knowledge and emotional wellbeing they need to take on the challenges of a changing and ever more competitive world.

Trustees' strategic intents 2021 – 2024:

1. We will strive for academic excellence by providing a broad and engaging curriculum that inspires our children. Personalised teaching, strong support and extensive extra-curricular activities will ensure that every child can achieve their potential.
2. We will create a safe and secure environment for all of our children and staff, with a focus on mental health and wellbeing, where each person feels equally included, valued and able to participate.
3. We shall target our support for children with special educational needs and all children who are disadvantaged or in some way vulnerable so that we not only “close the gap” educationally, but also give these children a head-start in all aspects of their education and wider development.
4. We shall build on existing partnerships and identify further opportunities to develop new partnerships or working relationships with other local schools; either to support other schools or to learn from them.





Our Values:

We teach our children to have:

Respect

High Aspirations

Kindness

Perseverance

Inclusiveness

Our Learning Behaviours:

We encourage our children to be:

Resilient

Reflective

Collaborative

Responsible



Facts and Figures



Type of School	Stand-alone academy since 2010
Age Range	7-11
Location	Weybridge (near the border with Walton on Thames)
Reserves (2022)	£873,000
Other Resources	Large playing fields Large performance hall Large sports hall Some modern blocks, some more tired
No. of Children on Roll	720
Average Class Size	30
Attendance 2022/23	96.23%
No. of children with SEN 2023	
EHCPs:	17
SEND support:	60
No. of PP Children 2023	56
No. of Children on FSM 2023	56
No. of Children with EAL 2023	93



SATs Results 2023	Met %
Reading	94
Writing	92
Maths	96
SPAG	94
RWM Combined	86



If You Can...

- Offer inspirational leadership skills
- Provide the drive and ability to help shape and deliver our future vision
- Empower us to become the learning hub at the centre of our community
- Guide us to the next level of achievement
- Make brave, evidence based decisions
- Bring the community with you

We Will Offer...

- A competitive salary and package
- A dedicated team of talented, caring, and conscientious staff
- Supportive families who enjoy being part of school life
- A Board of Trustees who will encourage and challenge you to excel





Job Title

Headteacher

Main Purpose of the Job

The Headteacher will have overall responsibility for the organisation, management and conduct of this outstanding Academy. They will provide leadership and strategic direction to ensure the achievement of the highest possible standards of education and care for all children and will help shape the school's future strategic direction.

Main Purpose of the Job

The duties outlined in this job description should be read in conjunction with those set out in the latest School Teachers' Pay and Conditions Document.

Shape the Future of Cleves

- Continue Cleves' tradition of being forward looking and innovative in identifying and seizing new opportunities to benefit Cleves' children.
- Contribute to identifying how best to position Cleves in the local schools' community
- Lead by example and provide inspiration and motivation to the school community; generate an ethos which promotes high levels of achievement, meets equality objectives and ensures a caring, stimulating and secure environment.
- Work with trustees to ensure that Cleves has a clear, relevant strategic vision which drives school improvement through the School Development Plan. Ensure that strategic planning takes account of the diversity, values and aspirations of the families who use the school and the local community. Work in partnership with staff and trustees to ensure that the Strategic Plan is regularly monitored, evaluated, reviewed and underpinned by sound financial planning.
- Ensure that all aspects of the work and organisation of the school are monitored and evaluated to meet all statutory requirements and the highest standards.

Lead Learning and Teaching

- Promote a culture that ensures a continuous focus on raising all pupils' achievement and fostering their development
- Ensure that there is effective planning and assessment for every child's learning, and careful monitoring and tracking of the progress and achievement of groups of children and individual children
- Systematically evaluate and enhance the quality of teaching across the school, and work with all staff to ensure the highest standards of professional performance
- Embed effective ways to instil the school's values and expectations
- Lead, develop and monitor through regular review a creative, flexible, broad and balanced curriculum that challenges and stimulates pupils' enjoyment and enthusiasm for learning; is relevant to the needs and aspirations of pupils and meets all statutory requirements
- Promote and encourage creativity, innovation and the use of new technologies in order to enhance teaching and learning
- Add to the broad range of extra-curricular activities across the school
- Ensure effective systems for communicating with parents, pupils and trustees
- Develop links with parents and the wider community in order to enhance teaching and learning and pupils' personal development
- Develop links with other schools to support or to learn from them



Manage the Organisation

- In partnership with the Board of Trustees, set appropriate priorities for expenditure within a balanced budget; be creative in securing income, and ensure effective and efficient financial and administrative in year control in order to achieve the school's priorities and goals and provide value for money
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- Recruit, retain and deploy staff appropriately, and manage their workloads in order to achieve the school's educational priorities and goals
- Maintain effective systems for safeguarding all pupils, working with external agencies as required
- Ensure the school ethos supports the well-being of all children and adults, and meets all health and safety requirements
- Use a range of technologies effectively and efficiently to manage the school

Secure Accountability

- Provide timely data analysis, information and advice to the Board of Trustees to enable it to meet its responsibilities
- Ensure the provision of a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, trustees, the local community and Ofsted
- Promote a culture of effective self-evaluation among teams and individuals so that all staff recognise that they are both accountable and valued for the success of the school
- Hold others to account through a range of formal and informal channels

Strengthen Community Links

- Ensure that parents and pupils are well informed about the curriculum, attainment and progress, and encourage their involvement in the drive for school improvement and high achievement for all
- Use positive strategies for challenging and dealing with inequalities on any level, racial and other prejudices and harassment
- Collaborate with other agencies to ensure the academic, moral, social and cultural well-being of children and their families
- Develop effective partnerships with other primary and secondary schools, the Local Authority and the wider community to further pupil education, welfare and achievement
- Maintain the outstanding reputation of the school in the community





Qualifications and Training

It is essential for the applicant to have:

- Qualified Teacher Status (QTS)
- Proven commitment to professional development in leadership and management, e.g. NPQH.

Assessment:

Sight of Certificates

Experience

It is essential for the applicant to have:

- Substantial and successful experience of school leadership
- Substantial and successful teaching experience
- A proven track record of leading school improvement
- Experience of shaping strategic direction
- Management experience
- Strong communication and interpersonal skills
- Experience of financial management

Assessment:

Written application
 Written application
 Written statement/Assessment days
 Written application/Assessment days
 Written application/Assessment days
 Written application/Assessment days
 Assessment days/Assessment days



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|---|-------------------------------------|
| ● Different schools | Written application |
| ● Academies/Multi Academy Trusts | Written application |
| ● Managing a complex school environment | Written application/Assessment days |
| ● Promoting and maintaining best practice | Written application/Assessment days |
| ● Working in partnership with other schools | Written application/Assessment days |
| ● Financial and HR management | Written application/Assessment days |
| ● Delivering an outstanding education | Written application/Assessment days |



Skills, Knowledge, and Aptitudes

You Should Have:

Assessment

- | | | | |
|--|--|---|--|
| <ul style="list-style-type: none"> ● A well-informed understanding of children’s learning, how teachers can best teach, and ways to enhance high standards, enabled through careful monitoring, evaluation and target setting. | <p>Written statement/Assessment days</p> | <ul style="list-style-type: none"> ● The ability to develop a strong sense of community and vision for the school and its facilities, involving partnership with parents, the local community, and other bodies. | <p>Written application/Assessment days</p> |
| <ul style="list-style-type: none"> ● A passionate and informed commitment to children’s development and their engagement with schooling, and to the development of practice which fosters inclusivity and puts safeguarding at the forefront for all members of the school community. | <p>Written application/Assessment days</p> | <ul style="list-style-type: none"> ● Strong communication and interpersonal skills - and to be approachable for all members of the school community, skilled in listening to views and ideas, sharing these, and enabling decision-making. | <p>Written application/Assessment days</p> |
| <ul style="list-style-type: none"> ● A thorough understanding of what constitutes an outstanding broad and balanced curriculum for all including SEN and children who are disadvantaged in any way | <p>Written application/Assessment days</p> | <ul style="list-style-type: none"> ● The ability to empower, motivate and enable all staff to carry out their respective roles to the highest standard through performance management and continuing professional development. | <p>Written application/Assessment days</p> |
| <ul style="list-style-type: none"> ● The drive and ability to lead, provide clear direction, manage development and change, take positive risks, and enthuse and motivate others, inspiring continual improvement. | <p>Written application/Assessment days</p> | <ul style="list-style-type: none"> ● The ability to help shape and then communicate a clear vision for the school and how it will develop over the next five years. | <p>Written application/Assessment days</p> |
| | | <ul style="list-style-type: none"> ● Knowledge and willingness to provide objective support and advice to the Board of Trustees to enable it to meet its responsibilities. | <p>Written application/Assessment days</p> |



Personal Qualities

- Dynamic, resourceful, resilient, self-aware and creative Assessment days
- Passionate for **every** child to achieve their best Assessment days
- High expectations of self and others Assessment days
- Calm under pressure Assessment days
- Always curious and keen to learn about education Assessment days
- Approachable and supportive, whilst commanding respect. Assessment days



Application Process



Thank you for your interest in this role. We look forward to receiving your application. The closing date for applications is 5pm on 3rd November.

To apply for this position you must complete a Cleves application form [this can be found via the Cleves website - <https://www.cleves.co.uk/our-school/vacancies/>] and send it to **chair@cleves.co.uk**. (CVs without a fully completed application form will not be considered.)

Alternatively, applicants via external websites should follow the instructions provided within the advert.

To arrange a school tour please contact Debbie Stephenson on 01932224300, or email dstephenson@cleves.co.uk.

We will assess, then shortlist applicants promptly after the deadline for applications has passed and you will be contacted by email if we would like to invite you to an interview. If you have any further queries about the school or the post do not hesitate to contact Susan Foster, **chair@cleves.co.uk**.

We may also take the opportunity to run online searches for shortlisted candidates.

Safeguarding

Cleves is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

Equality, Diversity and Inclusion

Cleves is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

